

Duke University
Round Robin Report
February 1, 2006 (revised version)

New Library Building:

On October 12, 2005, the Bostock Library and the von der Heyden Pavilion opened to the public, providing beautiful spaces and enhanced services to the Duke community. The Bostock Library, which is connected to the Perkins Library, has significantly increased the seating and study space for patrons and provides a variety of areas for studying and utilizing technology. The von der Heyden Pavilion is an open, glass-walled space with a café. It was designed to be a meeting and studying space for students, faculty, & staff as well as a setting for special events. New spaces added included:

Total size: 122,275 gross square feet (includes the Perkins Tower)
Collection capacity: 72,996 linear feet of shelving
Open seating: 517 (includes the gateway and Perkins Tower)
Computer workstations: 96
Individual carrels: 87
Group study rooms: 9
Reading rooms: 7

The renovation of the Perkins Library is now underway with the first floor scheduled to be completed in August 2006. Subsequently the remaining floors will be renovated somewhat simultaneously, and then the adjoining Rare Book, Manuscript, and Special Collections Library will be renovated.

The Technical Services Departments moved to the lower level of the Bostock Building temporarily so that there valuable first floor space in Perkins could be renovated as public space. Technical Services will move back to the Perkins building, on the lower level, in less than two years to modern new areas with cubicle type offices and furnishings. Staff are pleased the date to return to Perkins has been moved forward to allow a quicker turn around time with a recognition by the University Administration of their need to be in an optimal setting near Preservation, Gifts Processing, and Shipping and Receiving. During these next two years the Heads of Cataloging and Acquisitions are meeting on a continual basis with the architects to define the space and provide optimal workstations.

With the completion of the Bostock Library, renovations of Perkins continue and planning is underway for the science and engineering libraries. The interdisciplinary focus of academic programs and the success of the new library spaces have raised the possibility of incorporating these collections into Perkins/Bostock. We are evaluating the space and service needs for sciences and engineering and will in any case recommend the purchase of extensive electronic journal back files, in order to bring more resources directly to the desktop.

Data Loss and Recovery

On September 11, 2005 the Libraries experienced a loss of data from the integrated library system that was unrecoverable from any backups within the Duke system. This included circulation, cataloging, acquisitions order and invoice data and funds accounting. This loss of data was not a result of our online system. Staff have worked overtime to re-input all lost data and have accomplished 95% this task by the end of December, 2005.

Collections Budget:

The budget in 2004/2005 was much better (5% increase) than the previous year (2% increase). We ended the year with a considerable balance due to the implementation of Aleph. The University allowed us to carry over the balance, a portion of which was encumbered. Because of our unusual budget situation this year, we decided to distribute \$25,000 to each of the discipline groups (humanities, social sciences, sciences, and international & area studies, special collections) so that each group could determine how they would spend the money. The funding results were 60% to new subscriptions and 40% for one-time purchases. The percentages within the groups varied considerably. The process was a learning experience, but it did cause the subject librarians to work together in a fund management initiative.

We have just been informed that the 2006/2007 collections budget increase is 7%, which is the largest increase we have received in over 10 years. We used a discipline approach in determining the projected inflators rather than a publication country of origin approach.

Collections Budget Audit:

Work continues on this extensive project initiated in 2004. The stated purpose was to assess the current policies and procedures regarding budget development and utilization for the collections of the Perkins Library System. The subject librarians and the collectors in Special Collections were responsible for assessing their collections and budgets in terms of meeting the needs of the appropriate university departments and programs. They addressed a list of issues/questions in reports submitted to a coordinating group. They had access to academic department reports addressing questions from the Provost as to the future direction of the departments. The reports of the subject librarians were extremely useful in the preparation of our annual budget letter supporting our inflation projections for 2006/2007. Next steps are to share the reports with the faculty and to appoint a group to assess our allocation process.

One goal of the audit process was to design a system of interlibrary borrowing data that would be dispersed to Subject Librarians to aid them in their Collection Development decisions. This project was carried out by the library's Diversity Fellow during his first rotation in the Collection Development Department. He set up a model website which can be searched by patron department, by LC classification, by language, etc. The user has the capability to generate tables and graphs based on the data.

Rare Book Manuscript and Special Collections Library

The Rare Book, Manuscript, and Special Collections Library (RBMSCL) has continued its commitment to acquire materials related to human rights. Last year they acquired the collections of Paul Weinberg and David Goldblatt, two South African photographers, who have documented human rights in South Africa, and also received the records of the Center for International Policy, a human rights organization based in Washington, D.C., RBMSCL has also added to their collection of zines and to their holdings of Gay and Lesbian literary materials.

Other Collections Projects:

Reviewing exchange program: The review was undertaken to address questions from Duke Press, which sends their journals to most of our exchange partners. The Press is concerned that a number of the exchanges are sent to “first world” countries. A task force compiled extensive data on our exchange arrangements with those countries and determined that a number of the publications were not available for sale and that some partners are small institutes with no budgets. We did cancel some exchange arrangements, but a small library group will come up with further action plans and meet with Duke Press staff before proceeding. A related issue is the need to review the payment agreement made with the Press in 1991.

Newspaper policy and review: A task force was appointed by the Collections Council to develop a library-wide collection policy for U. S. and foreign newspapers (including those in Special Collections); to recommend a detailed process for the review of Perkins’ extensive print newspaper collections, based on that policy; and to explore funding strategies for the recommended course of action.

New Initiatives:

Within the Triangle Research Libraries Network, Duke has become a member of the Solinet World Cat Analysis Project. This joint venture has also hastened Duke’s loading of its past holdings since migrating from III to Aleph. We expect to see those holdings for the past 16 months to be reflected in OCLC within the next 60 days.

Duke Libraries is purchasing a server to mount the LOCKSS software and will begin testing this winter.

Digital Collections Council:

The Digital Collections Council was established in April 2005 with membership including subject librarians from the five discipline groups mentioned above, as well as representatives from Cataloging, the Digital Production Center, Archives, Web Services, and the Center for Instructional Technology. The purpose of the Digital Collections Council is to create a coherent approach to building digital content in the Perkins Library System. It establishes criteria-driven policies and procedures for selecting materials for

digitization, and it provides advice and support to librarians and faculty who wish to propose materials for digitization. Digitization is currently underway on the four proposals selected from the first solicitation.

Approval Plans:

We initiated the following new plans: three additional Latin American plans, a Judaica plan, an Arabic plan, and an additional art plan and plans are underway to add a South Africa plan.

International and Area Studies (IAS):

IAS hired two library interns using grant funding from the Asian/Pacific Studies Institute to work as the Japanese Studies library intern and as a Chinese Studies library intern. In both cases, Duke is contributing to the training and supply of area studies specialists. Other initiatives within this department included beginning to build a new collection of comics published under Latin American dictators, expanding the LC Cooperative Acquisitions Program to include Afghanistan materials, and the acquisition of the personal archive of Marshall Meyer of materials on the Dirty War and Human Rights in Argentina.

LC Reclassification Project

Duke University has completed the first year of a three-year project to convert its Dewey classified collection to LC. The scope of the project consists of approximately 2.3 million volumes to re-label, sort, and reshelv in LC (materials housed in the library's off-site facility are excluded). This first year of the project focused on preparing the library's data, which included ensuring that a valid and unique LC call number appeared in each bibliographic record (1.29 million), creating item records (150,000) for serials represented only by summary holdings and generating spine labels.

Early in its deliberations, the library opted to outsource the major responsibility for the project to Backstage Library Works (BSLW), with local planning and oversight provided by a small nucleus of library employees. These employees have worked closely with the project manager appointed by BSLW for this phase of implementation. More specifically, they have been responsible for developing specification profiles, reviewing and approving samples, transmitting and reloading the library's data, and responding to the vendor's queries for clarification and/or additional information.

The library is gearing up for the second and final phase of the project, scheduled to begin in the next two weeks. BSLW's project manager, accompanied by another employee, arrived in Durham, NC in December 2005 to find housing and begin interviewing and hiring a local pool of employees to carry out the re-labeling, sorting, and reshelving of materials in LC.

Preservation:

Utilizing a Planning Grant to assess life expectancy for moving image collections in TRNLN special collections and using that information to establish a prioritized list for preservation treatment. Project supported by the Delmas Foundation.

Hired a conservator to treat the Harold Jantz Collection of German Baroque Literature, housed in our Rare Book, Manuscript, and Special Collections Library.

Vacancies

The Perkins Library System is currently seeking applications for several Technical Services and Collections positions. These include: Associate University Librarian and Director for Collections Services; Librarian for Latin America and Iberia; Librarian for Slavic and Eastern European Studies; Manager, Library Human Resources; and Research Services and Collection Development Librarian, Sallie Bingham Center for Women's History and Culture.

Job descriptions are on the Library website: <http://library.duke.edu/jobs/>